

Retention and Classification Report

Agency: Department of Transportation. Office of the Comptroller (219)

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Records Officer Brandi Trujillo

09084	Accounts receivable invoices (R-70)
04832	Accounts receivable/contract management miscellaneous pu
04838	Accounts receivable/contracts management contract purge fi
04831	Accounts receivable/contracts management damage claim p
81734	Comptroller correspondence files
83720	Equipment cost computer output microfiche
83721	Equipment inventory
09086	Interdepartmental transfers
10189	Right-side Financial Information Resources System reports
09087	Travel reimbursement requests
09088	Warrant requests

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 9084

3

TITLE: Accounts receivable invoices (R-70)

DATES: ca. 1970-

ARRANGEMENT: Numerical by invoice number

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 9084

TITLE: Accounts receivable invoices (R-70)

(continued)

SECONDARY CLASSIFICATION(S):

Private. Home addresses

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 4832

3

TITLE: Accounts receivable/contract management miscellaneous purge file

DATES: 1990-

ARRANGEMENT: None

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 4832

TITLE: Accounts receivable/contract management miscellaneous purge file

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home addresses

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 4838

3

TITLE: Accounts receivable/contracts management contract purge file

DATES: 1990-

ARRANGEMENT: None

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 4 years after contract is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 2.

AUTHORIZED: 01/23/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until contract has been closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 4838

TITLE: Accounts receivable/contracts management contract purge file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 4831

3

TITLE: Accounts receivable/contracts management damage claim purge file

DATES: 1990-

ARRANGEMENT: Numerical by invoice number

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 4831

TITLE: Accounts receivable/contracts management damage claim purge file

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 81734

3

TITLE: Comptroller correspondence files

DATES: 1977-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files are correspondence and other materials involved in establishing the Financial Information Resource Management System (FIRMS) for the Department of Transportation, and in other projects relating to state agencies. These files include letters and memoranda and materials relating to state agencies.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

These files are needed to document the installation of the FIRMS and other projects involving other state agencies, but will have no further administrative value after 5 years.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 81734

TITLE: Comptroller correspondence files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 83720

3

TITLE: Equipment cost computer output microfiche

DATES: 1975-

ARRANGEMENT: Numerical by equipment number

DESCRIPTION:

This COM includes information on the depreciation of and the monthly charges and expenditures against a particular piece of equipment. The monthly report includes information about the cost of equipment, division making the charge, name of the equipment and type of charge, and the equipment number. The final month of the fiscal year includes a composite of the entire year's activities.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 83720

TITLE: Equipment cost computer output microfiche

(continued)

APPRAISAL:

Administrative

The SR Equipment Cost report and the SR Equipment Inventory repertoire COM reports that coincide with one another however, they can be use independently of one another.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 83721

3

TITLE: Equipment inventory

DATES: 1975-

ARRANGEMENT: Numerical by equipment code number

DESCRIPTION:

This report gives the location and placement of each piece of equipment. Included is the equipment code number, changes, purchases, and location (division-numerical).

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This report and the SR Equipment Cost report coincide with one another however they can both be used independently.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 83721

TITLE: Equipment inventory

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 9086

3

TITLE: Interdepartmental transfers

DATES: 1970-

ARRANGEMENT: Numerical by transfer number

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 10189

3

TITLE: Right-side Financial Information Resources System reports

DATES: 1986-

ARRANGEMENT: Chronological, thereunder numerical by district number

DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/10/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 10189

TITLE: Right-side Financial Information Resources System reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social security number

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 9087

3

TITLE: Travel reimbursement requests

DATES: ca. 1970-

ARRANGEMENT: Numerical

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 9087

TITLE: Travel reimbursement requests

(continued)

SECONDARY CLASSIFICATION(S):

Private. Home address, social security number, and telephone number

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 9088

3

TITLE: Warrant requests

DATES: 1981-

ARRANGEMENT: Numerical by requisition number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

APPRAISAL:

Administrative Fiscal

Utah General Schedule 88, schedule 6, item 49, calls for a one year retention on copies, the agency has requested a longer retention for use in office due to the nature of their work and the fact that federal monies are involved.

AGENCY: Department of Transportation. Office of the Comptroller

SERIES: 9088

TITLE: Warrant requests

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social security number